

FACILITIES SERVICEWORKER II

DEFINITION

To perform a variety of unskilled and semi-skilled duties relating to the maintenance, repair, adjustment and cleaning of buildings, building equipment and machinery and to assist journey-level craftworkers in more complex maintenance and repair procedures.

DISTINGUISHING CHARACTERISTICS

Facilities Serviceworker II work alone and as helpers to journey-level craftworkers.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by managers in the appropriate division. Technical supervision may be provided by leadworkers and journey-level craftworkers as assigned.

ESSENTIAL DUTIES

1. Inspects, tests and treats water distribution systems and water distribution systems equipment and water systems designed for cooling and heating distribution.
2. Provides preventative maintenance on sewage lift station equipment and fluoride pump stations.
3. Reads and maintains meters and charts and notifies senior staff of any problems.
4. Serves as a laborer performing general building maintenance, moving and assembling partitions, furniture and materials and performing janitorial functions including job site and recycling materials pickup.
5. Performs routine maintenance and simple repair on machinery and equipment associated with City buildings including HVAC, thermostats, minor electrical maintenance including changing light bulbs and ballasts phone hook-ups and locks.
6. Changes oil and air filters associated with building equipment, repairs and maintains toilet assemblies, replaces pipes and valves, cleans and repairs carpets, operates engraving and sign machines, builds and mounts bulletin boards.
7. As assigned, assists journey level mechanic, painter, carpenter or electrician performing tasks such as installing baseboards, preparing for and painting buildings and equipment, laying out construction work, hanging doors, installing linoleum, ceiling tile and floor tile, carrying and moving materials to and from the worksite, installing and moving lights,

outlets, and switches.

8. Operates City vehicles as required.

Other Job Related Duties

9. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of

- A. The use of ordinary hand and power tools common to the building trades.
- B. The operation of compressors, valves, pumps, gauges, engines, and electro-mechanical devices.
- C. Safety rules and safe working habits.

Ability to

- D. Learn to perform work requiring considerable manipulative skills using moderate amounts of independent judgement and initiative under varying amounts of supervision.
- E. Read meters, charts, and test equipment and to change and adjust charts in use.
- F. Work without direct supervision
- G. Perform simple arithmetic.
- H. Understand and carry out verbal and written instructions.
- I. Maintain good relations and deal effectively with co-workers, City employees, and the general public.

EXPERIENCE AND EDUCATION

Experience

One year of full-time paid experience performing heavy physical work involving one or more of the following: building maintenance, mechanical maintenance, carpenter's helper, painter's helper, plumber's helper, or electrician's helper.

License

Possession of a valid Class C California Driver's License.

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PROBATIONARY PERIOD: Six months

320CS94

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AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

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